



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

BILL HASLAM
GOVERNOR

How to Submit Bids Online
Central Procurement Office



CENTRAL PROCUREMENT OFFICE

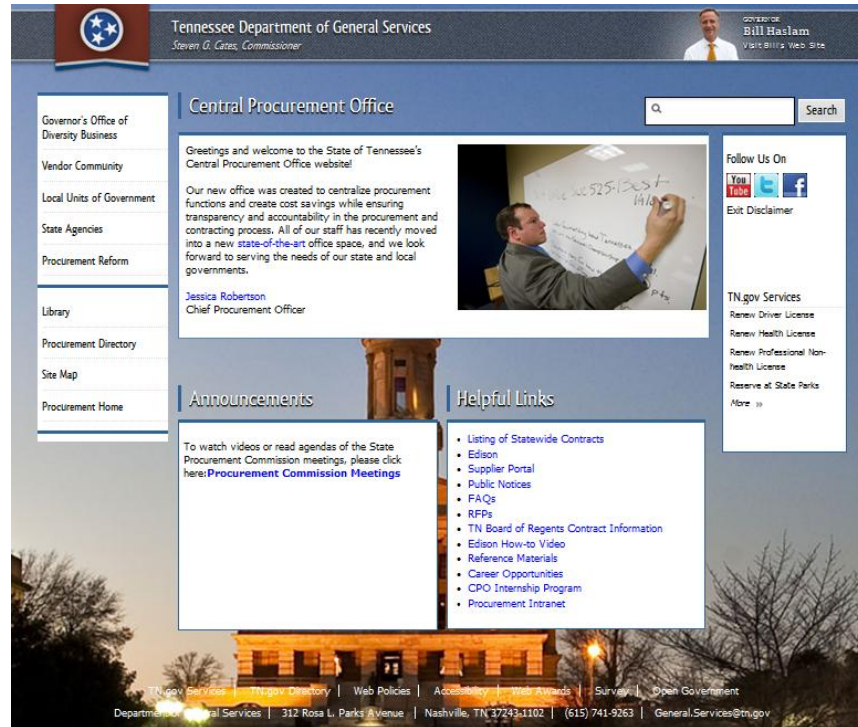
312 ROSA L. PARKS AVENUE, 3RD FLOOR • NASHVILLE, TENNESSEE 37243
(615) 741-1035 • FAX: (615) 741-0684 • WWW.TN.GOV/GENERALSERV/

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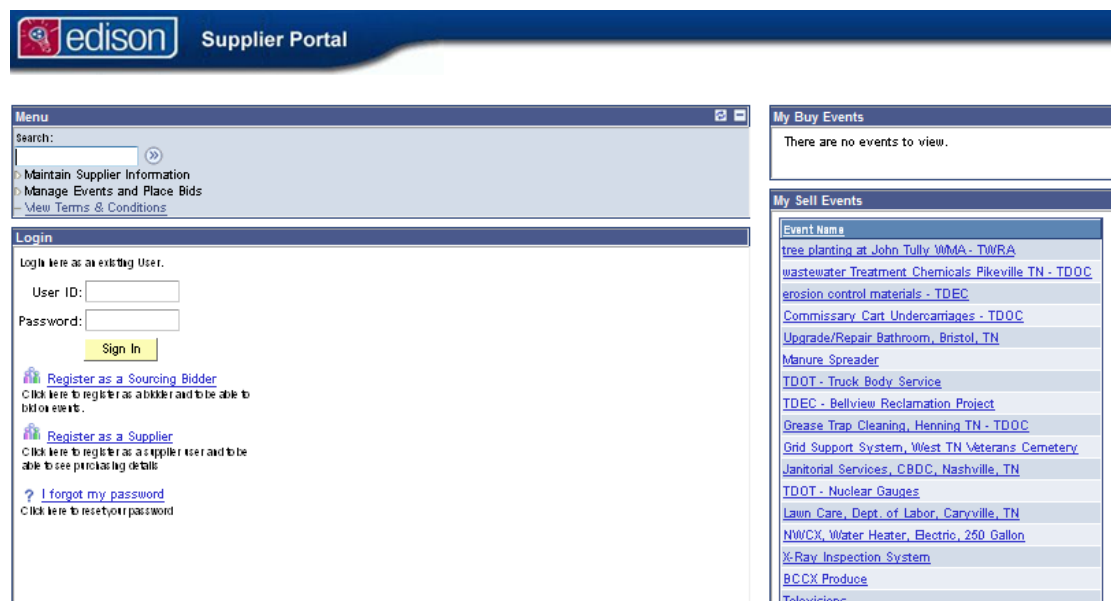
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Getting to the Supplier Portal

- Navigate to the Central Procurement website <http://tn.gov/generalserv/cpo>
- Click • **Supplier Portal** under the Helpful links section of the Central Procurement webpage shown below.



Signing In



- The Supplier Portal should appear as the screenshot above.

- Locate the login boxes and sign in using a User ID and Password.

User ID:

Password:

- **User ID:** If you're an E-supplier your User ID will start with: TN@
- If you're a bidder, then your User ID will be the email address used to register.
- **Password:** Minimum of 8 characters and must include a number and a special character.

Note: If you're experiencing log on issues contact the Edison Help Desk line at 615-741-4357 or 866-376-0104.

Viewing Events

- Once signed in, bids are randomly displayed on the Supplier Portal home page. To view all bids available, click on [See all of my events](#) located below the events displayed.

My Sell Events	
Event Name	Event
tree planting at John Tully WMA - TWRA	RFx
wastewater Treatment Chemicals Pikeville TN - TDOC	RFx
erosion control materials - TDEC	RFx
Commissary Cart Undercarriages - TDOC	RFx
Upgrade/Repair Bathroom, Bristol, TN	RFx
See all of my events	

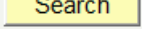
Results Should Include:

- ☒ Sell Event
- ☒ Purchase Event
- ☒ Request For Information

- To view all bids make sure ☒ are checked, with all other boxes in the search criteria left blank, except the Event Status field.

Change to **Event Status:**

Viewing Events and Place Bids

- Click 
- The search results will pull up. To view the event, click on the event hyper link [31701-0000001022](#) to enter the event details.

Search Results					
			First 1-42 of 42 Last		
Event ID	Event Name	Format	Type	End Date	Status
30501-0000000987	TN Bid Opp - Digital Microfilm Scanner Maintenance	Sell	RFx	06/24/2010 01:00 PM CDT	
31701-0000001022	MTNC Videoconferencing	Sell	RFx	21 hrs, 42 mins, 39 secs	
31701-0000001037	Compuware Mainframe Lic.& Maint. for Abend-Aid	Sell	RFx	07/01/2010 01:00 PM CDT	
31701-0000001320	IBM Software Excel Maintenance & Support	Sell	RFx	06/18/2010 01:00 PM CDT	
32101-0000000607	Sprinkler System Mtn, Insp., Test & Repair	Sell	RFx	06/22/2010 01:00 PM CDT	
32101-0000001032	Generator Maintenance	Sell	RFx	06/28/2010 01:00 PM CDT	
32101-0000001074	Mtc. Digital Platesetter w/Workflow & Metal Plates	Sell	RFx	06/18/2010 01:00 PM CDT	
32101-0000001107	Fire Alarm System for Chattanooga, TN	Sell	RFx	Event Completed	
32101-0000001112	Fire Alarm System	Sell	RFx	06/29/2010 01:00 PM CDT	
32101-0000001140	Fire Extinguisher Maint and Insp Knoxville State	Sell	RFx	Event Completed	

- The **Event Details** screen will display (pictured below), which is essentially the front page of the bid.

Event Details

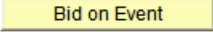
<div>Accept Invitation</div> <div>Decline Invitation</div> <div>Bid on Event</div>	Bidding Shortcuts: View Event Activity View Event Package Upload XML Bid Response
------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------

Event Name: IBM Software Excel Maintenance & Support Event ID: 31701-0000001320 Event Format/Type: Sell Event RFx Event Round: 1 Event Version: 1 Event Start Date: 06/04/2010 9:00AM CDT Event End Date: 06/18/2010 01:00 PM CDT	My Bid Status:
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------

Event Description:
 This is a one (1) year sole source agency term contract to the support, upgrades, electronic questions and answers for IBM Software L...
 If the Review and bid on this event link included in the e-mail notification does not work, please go to http://state.tn.us/generalserv/purchasing/for_bidders.html

Note: **You cannot view specs/attachments or enter a bid on this page.**

Entering and viewing a bid

- From the **Event Details** screen, click on  and the screen will appear as displayed below:

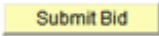
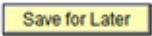
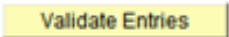
Event Details



Event Name:	Lawn Care, Dept. of Labor, Caryville, TN		
Event ID:	32101-0000006281		
Event Format/Type:	Sell Event	RFx	
Event Round:	1		
Event Version:	1		
Event Start Date:	01/16/2013 4:26PM CST		
Event End Date:	02/05/2013 02:00 PM CST		

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

- Now you are actually in the bid. At the top and bottom of the page are three buttons.
-  - Click to submit your bid.
-  - Save your bid progress.
-  - Will display questions or bid factors that have not been addressed.

Attachments (Specifications/Terms and Conditions)

Event Start Date:	01/16/2013 4:26PM CST
Event End Date:	02/05/2013 02:00 PM CST
View/Add General Comments and Attachments	
Hide Additional Event Info	

- Underneath the Event's start and end dates, click [View/Add General Comments and Attachments](#) to view specifications, terms and conditions, and all attachments related to the event.

General Comments and Attachments

Business Unit: 32101 **Event ID:** 0000006281

Attachments

View Event Attachments		
First 1-3 of 3 Last		
Attached File	Attachment Description	View
6281Specs.pdf	Specifications	View
How_to_Register_Bidder_vendor_esupplier2.pdf	How to Register Online	View
How_to_enter_a_bid_online_2_1.pdf	How to Bid Online	View

Add New Attachments					
First 1 of 1 Last					
Attached File	Attachment Description	Upload	View		
		Upload	View	Add New Attachments	Delete

- On this screen you can add comments, upload document(s), along with viewing any attachments pertinent to the bid.
 - **Note:** Be aware of Pop up blockers. A tip for viewing attachments is to hold the Ctrl button down on your keyboard while clicking [View](#).
- Click [OK](#) to return back to the bid page.

Answering Bid Factors/Questions

- Answer the required bid factors by filling in the comment section or attaching a required document.

- To attach a document to a bid factor click the [Add Comments or Attachments](#) in the respective bid factor and upload the attachment.

Step 1: Answer General Event Questions

The event administrator requests your response to questions not specific to any specific item.

General Event Questions	8
Required Questions	8

[Hide Event Questions](#)

Event Questions

★ Bid Required

★ Ideal Response Required

Previous Questions 1-8 of 8 Next Questions

★ Please list your alarm license and permits required by federal and state law. List the Type of License List the Name on the License List the License Number List the Expiration Date

Response:

[Add Comments or Attachments](#)

[View Associated Terms](#)

★ The bidder shall indicate whether or not they plan to sub-contract: No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor. Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor. List the Sub-Contractor's Name List the Sub-Contractor's Address List the Sub-Contractor's Contact Person List the Sub-Contractor's Phone Number

Response:

[Add Comments or Attachments](#)

[View Associated Terms](#)

Ideal: No

Entering a bid price

★ Bid Required		Line Comments/Files		Previous Lines 1 of 1 Next Lines				
Line	Description	Unit	Requested Quantity	Your Bid Quantity	Your Unit Bid Price	Your Total Bid Price		
1	★ Lawn Care Service - mowing, trimming and clean-up at Dept. of Labor - Division of Mines - 117 Mine, Caryville 37714	B7	90.0000	90.0000	<input type="text"/>	0.0000 USD	Bid	

Your Unit Bid Price

- A blank is available to enter a bid price
- Clicking the [Bid](#) link opens the **Line Details** screen, which is a more in-depth option for placing a bid. This is the location where you can view specifications that are attached to the line; address bid factors attached to the line, such as adding brands and models, or read any comments.

Line Details

Save for Later

Start Page

Validate Entries

Line Sequence Number: 1 of 4 Go To Line: Previous Line Next Line

Line: 1 Response Required: Yes

Fire Alarm System, Quarterly Inspection and Maintenance Service,
Location: Safety/DLS, 6340 Summer Ave., Memphis, TN, 38134

Category: Fire and Safety Services
[View/Add Question Comments and Attachments](#)

Exact request quantity required.

Unit of Measure:	Quarter (o)	Your Unit Bid Price:	<input type="text"/>
Qty Requested:	12.0000	Total Bid Price:	0.0000 USD
Your Max Bid Quantity:	<input type="text" value="12.0000"/>	Reserve Price:	No
Max Quantity:	12.0000		

- Enter a bid price in **Your Unit Bid Price:** .
- Comments/Attachments can be viewed or added to the line by clicking [View/Add Question Comments and Attachments](#).

Line Bid Factors

- Line bid factors are displayed on the **Line Details** screen if you have a bid factor assigned to a line. The most common line bid factors are brand and model questions.

Exact request quantity required.

Unit of Measure:	Barrel	Your Unit Bid Price:	<input type="text"/>
Qty Requested:	1.0000	Total Bid Price:	0.0000 USD
Your Max Bid Quantity:	<input type="text" value="1.0000"/>	Reserve Price:	No
Max Quantity:	1.0000		


Line Questions Previous Questions 1 of 1 Next Questions


★ What is the Model you are Bidding? What is the Brand you are Bidding?

Response [Add Comments](#)

- Clicking [Bid](#) on a line brings up the **Line Details** screen which will appear, which is a more in-depth option for placing a bid. This is the location where you can view specifications that are


attached to the line; address bid factors attached to the line, such as adding brands and models, or read any comments.

- In the screenshot above a bidder would have to enter a bid price, and then address the bid factor. Specifications, product literature, etc can be attached to the bid factor by clicking [Add Comments](#) and uploading the attachment.
- To continue to the next line click  or choose the drop down box.

Line Details	
Save for Later	Start Page
Validate Entries	
Line Sequence Number: 1 of 4	Go To Line: <input type="text"/> <input type="button" value="Previous Line"/> <input type="button" value="Next Line"/>
Line: 1	Response Required: Yes
Fire Alarm System, Quarterly Inspection and Maintenance Service, 	

- To return to the main bid page click [Start Page](#) Do not hit the back button.


Saving a bid for later

- The option to save your progress is available by clicking  at the top of the main bid page. The screenshot below will display:

The bid is not complete. (18058,342)

If you would like to save your bid for submittal at a later time, select "OK". If not, select "Cancel" to return to the bid response pages so that you can continue editing your bid.

OK Cancel

- Click . Your progress will be saved and you are returned back to the bid
- To return to a saved bid later, go to the **Event Details** screen of your event.

Event Details

		View, Edit or Copy from Saved Bids View Event Activity	
<hr/>			
Event Name:	Test Event 3		
Event ID:	32101-0000001391	My Bid Status:	
Event Format/Type:	Sell Event RFx		
Event Round:	1		
Event Version:	1		
Event Start Date:	06/17/2010 8:45AM CDT		

- After saving a new option will be available under bidding shortcuts in the Event Details screen. Click [View, Edit or Copy from Saved Bids](#) to access your saved bid (s).

View, Edit or copy from Saved Bids

Welcome, State Of Tennessee

Event Name:	Test Event 3		
Event ID	32101-0000001391	Event Round:	1
Event Format/Type:	Sell Event RFX	Event Version:	1
Event Start Date:	06/17/2010 8:45AM CDT	Multiple Bids	Allowed
Event End Date:	0 hrs, 51 mins, 52 secs	Currency	US Dollar

Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved	
1	1	1	Saved	Posted	06/17/2010 8:52AM CDT	View/Edit Copy Cancel

[Return to Event Search](#)

- Click [View/Edit](#). The saved bid will display. You then can continue bidding from the point you saved your bid.

Note: When editing a previously **submitted** bid be aware that you can **un-submit** your bid. If your bid has been **submitted** and you choose to **edit** your submitted bid and then **save**, you must **re-submit** the bid. This is due to the system removing your bid from submission after the **save**. The system removes your bid from submission after the save due to it thinking you're back to the edit stage of your bid process. By saving it saves your edits, but actually removes your bid. You must hit **submit bid** again after editing your posted bid and saving in order for that bid to be posted again.

- Hitting the "save for later" button after submitting a bid, will display the following message box:



Warning -- Your bid is now SAVED but not SUBMITTED. (21000,151)

Warning - Your bid has been WITHDRAWN - Your bid has been withdrawn and is now set in a "save for later" (S) status. It will not be evaluated if it stays in the "save for later" status.

To submit your bid so that it is available for evaluation at Event End Date, you must press the "submit bid" button.

Warning - Your bid has not been submitted. It has been set to a "save for later" status. You must press the "submit bid" button in order to post your bid for evaluation at bid closing.

OK

- If you've already submitted a bid, by hitting the Save for Later button, you've changed the status of that bid to "Saved" rather than "Posted". To change your bid back to "Posted" you must re-submit your bid.

Submitting a bid

- To submit a bid click .


Bid Confirmation

Your bid has been successfully submitted.

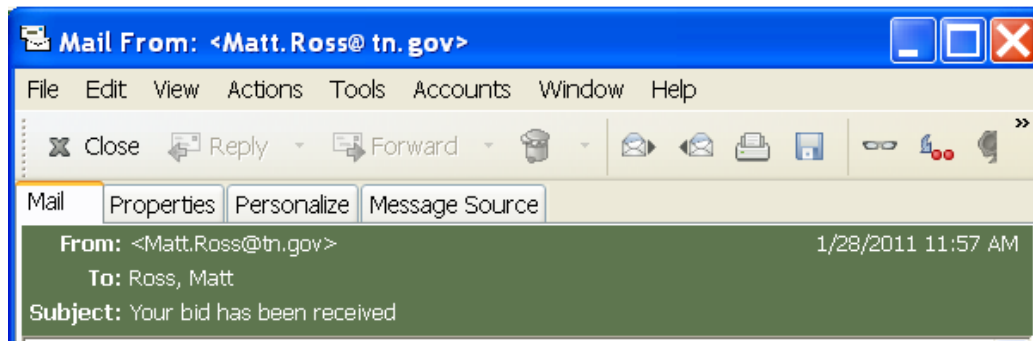
Bid ID:	1	Bid Date:	07/29/2010 4:05:14PM CDT
Event ID:	0000001542	Test RFI	
Event Format:	Request For Information	Round:	1
Start Date:	07/15/2010 1:00PM CDT	Version:	1
		End Date:	0 hrs, 18 mins, 36 secs







- The bidder confirms that they want to submit their bid by clicking . Once submitted the bidder will receive an email from the system with their bid attached in .pdf form.
- Directly after submitting your bid it is vital that you DO NOT hit the back button and try to print the bid out. The back button may cause the system to un-submit your bid at this point. Click OK and simply wait for the system to email you your copy of the bid.**

(Example of confirmation email sent by the Edison system with bid attached) 13



Bid Notification

This is a confirmation of your bid placed on a strategic sourcing event. See below for details.

Bid Details
Event ID: 32101 - 0000002694 Round 1 Version 1
Event Name: Test5
Bid ID: 1
Date Posted: 01/28/11 11:52:40AM CST
Event URL
Review and bid on this event.
 
Message Your_Bid.pdf

Submitting an Alternate Bid

- After submitting your initial bid navigate back to the Event and the Event Details screen will appear like the image shown below.

Event Details

Bid on Event	Bidding Shortcuts: View, Edit or Copy from Saved Bids View Event Activity View Event Package Upload XML Bid Response
---------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Event Name: Test4	My Bid Status:
Event ID: 32101-0000002674	
Event Format/Type: Sell Event RFX	
Event Round: 1	
Event Version: 1	
Event Start Date: 01/26/2011 1:16PM CST	
Event End Date: 1 hr, 13 mins, 10 sec	

Event Description: Testing

Contact: Matthew C Ross	Payment Terms:
Phone: 615/253-2523	My Bids: 1 In-Process and Submitted
Email: Matt.Ross@tn.gov	Edits to Submitted Bids: Allowed
Online Discussion:	Multiple Bids: Allowed
Live Chat Help:	

★ Bid Required		Line Comments/Files		
Find View All First 1 of 1 Last				
Line	Description	Unit	Requested Quantity	Status
1 ★	Test - Not a true bid. Do not bid.	EA	1.0000	

There are several ways to enter an alternative bid:

- One way is to click on **Bid on Event** from the Event Details page (*shown above*) and a new blank bid will appear. Fill out the bid accordingly with the alternative pricing, brand, etc, and then submit the bid.

- You can also click on [View, Edit or Copy from Saved Bids](#) or [1 In-Process and Submitted](#) from the Event Details screen to submit an alternative bid. Follow the bullets below:

View, Edit or copy from Saved Bids

Welcome, State Of Tennessee

Event Name:	Test4	Event Round:	1
Event ID	32101-0000002674	Event Version:	1
Event	Sell Event RFX	Multiple Bids	Allowed
Format/Type:		Currency	US Dollar
Event Start Date:	01/26/2011 1:16PM CST		
Event End Date:	1 hr, 12 mins, 46 sec		

First 1 of 1 Last									
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved				
1	1	1	Posted	Posted	01/26/2011 1:56PM CST	View/Edit	Copy	Cancel	Upload

[Return to Event Search](#)

- Click on [Copy](#) on the bid that you wish to submit again with alternative information.
- Your bid will appear with your previous entries populated in the blanks.
- Navigate to the area you wish to submit something alternatively.
- Make your changes and then submit the bid again to post your alternative bid.

After hitting submit bid, the bid confirmation screen will appear. (See image below)

Your bid has been successfully submitted.

Bid ID:	2	Bid Date:	01/28/2011 11:54:24AM CST
Event ID:	0000002694	Test5	
Event Format:	Sell Event	Round:	1
Start Date:	01/28/2011 11:41AM CST	Version:	1
Your Total Price:	9.00 USD	End Date:	1 hr, 46 mins, 26 sec
OK	Copy Bid		

Notice the Bid ID field, the 2 is an indicator that you've submitted a second bid as opposed to writing over your first bid.

- Another way to submit an alternative bid is by clicking [Copy Bid](#) directly after submitting your first bid. (Image below displays immediately after hitting submit bid).

Bid Confirmation

Your bid has been successfully submitted.

Bid ID:	1	Bid Date:	07/29/2010 4:05:14PM CDT
Event ID:	0000001542	Test RFI	
Event Format:	Request For Information	Round:	1
Start Date:	07/15/2010 1:00PM CDT	Version:	1
		End Date:	0 hrs, 18 mins, 36 secs
OK	Copy Bid		

- By clicking Copy Bid from this point your bid will appear with your previous entries populated in the blanks.
- Navigate to the area you wish to submit something alternatively.
- Make your changes and then submit the bid again to post your alternative bid.

How to Check the Status of Your Bid

- To check the status of a submitted bid, navigate to the Event Details screen of the particular Event.

Event Details

Bid on Event	Bidding Shortcuts:	View, Edit or Copy from Saved Bids View Event Activity View Event Package Upload XML Bid Response
---------------------	---------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Event Name:	Test4	My Bid Status:
Event ID:	32101-0000002674	
Event	Sell Event RFx	

[View, Edit or Copy from Saved](#)

- Click [Bids](#)

View, Edit or copy from Saved Bids

Welcome, State Of Tennessee

Event Name:	Test Event 3	Event Round:	1
Event ID	32101-0000001391	Event Version:	1
Event Format/Type:	Sell Event RFx	Multiple Bids	Allowed
Event Start Date:	06/17/2010 8:45AM CDT	Currency	US Dollar
Event End Date:	0 hrs, 51 mins, 52 secs		

						First ◀ 1 of 1 ▶ Last		
Bid ID	Round	Version	Bid Status	Event Status	Bid Last Saved			
1	1	1	Saved	Posted	06/17/2010 8:52AM CDT	View/Edit	Copy	Cancel

[Return to Event Search](#)

- Locate the column Titled: **Bid Status**.

Accessing Bid Tabulations


- Bid tabulations are located on the front page of the Supplier Portal. You must be signed out in order to gain access to the bid tabulation link.
- Once signed out, the [Bid Evaluations](#) link is located in the middle right portion of the home page of the Supplier Portal. Choose the tabulation from the results.

SWC 136 Pest Control Adden# 9- Henry County Janitorial Service, TWRA Region 1 Office, Jackson Janitorial Service, Dept. of Safety DL/THP Armored Car Services: Multiple Locations Fire Alarm System Inspection, Mtnc and Repair SWC 126 TRAFFIC MARKINGS- addendum #1 RightFax Premium Support Server Janitorial Service for cabins at David Crockett Cleaning-Office of Aerial Seveys Leadership Development Internet Library Fingerprint and Handprint Scanner	<p>Bidder and Supplier Training Tool</p> <p>State Procurement Info/Reporting</p> <p>Bid Evaluations</p> <p>Statewide Contract Evaluation</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- After hitting [Bid Evaluations](#) a pop-up window will appear with bid tabulations. (If a window doesn't appear, make sure you have pop ups allowed).

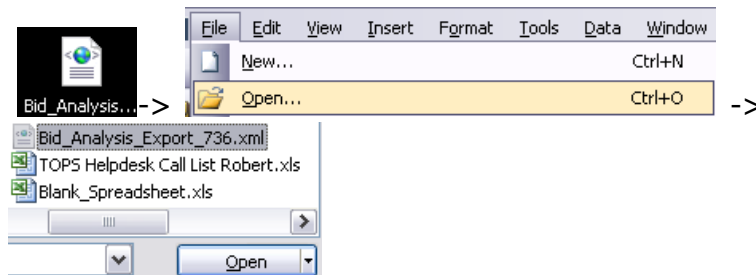
30 0000002533	Produce 01-11-2011		
31 0000002531	NWCX Produce Delivery 1/06/2011		
32 0000002525	Trash Pickup at Cedars of Lebanon Sp, SWC 163	EXP_3211000000025250000100001	
33 0000002523	NWCX Produce Delivery 12/30/2010		
34 0000002522	Produce 01/04/2011		
35 0000002515	SWC606 Coffee & Tea-Tea Re-Bid	EXP_3211000000025150000100001	

- Events with a **EXP_3211000000025250000100001** indicate a tabulation is available for review.

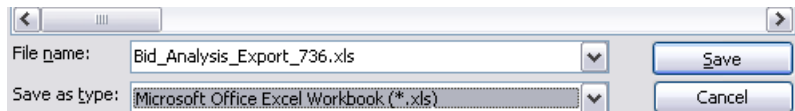
- Click on  to bring up the bid tabulation page. The image below will display:

```
<?xml version="1.0" encoding="ISO-8859-15" ?>
- <Workbook xmlns="urn:schemas-microsoft-com:office:spreadsheet"
  xmlns:html="http://www.w3.org/TR/REC-html40" xmlns:o="urn:schemas-microsoft-com:office:office" xmlns:ss="urn:schemas-microsoft-com:office:spreadsheet"
  xmlns:x="urn:schemas-microsoft-com:office:excel">
- <!--
  *****PLEASE READ TO OPEN THIS FILE!!!! *****
  At the top of your browser go to File->Save As and select where you would like to save this
  Once the file is saved, there are two ways to open it in Excel:
  1. Open Microsoft Excel. At the top, do a File->Open. Navigate to this file, click on it
  2. Right click on this file and select "Open With". Then, select Microsoft Excel as the a
-->
- <Styles>
- <Style ss:ID="s1">
  <ss:Font ss:Bold="1" ss:Size="14" x:Family="Swiss" />
</Style>
- <Style ss:ID="s2">
  <ss:Font ss:Bold="1" ss:Size="10" x:Family="Swiss" />
</Style>
- <Style ss:ID="s3">
  <ss:Alignment ss:Horizontal="Right" />
  <ss:Font ss:Bold="1" ss:Size="8" x:Family="Swiss" />
</Style>
- <Style ss:ID="s4">
  <ss:Font ss:Size="8" x:Family="Swiss" />
</Style>
- <Style ss:ID="s5">
```

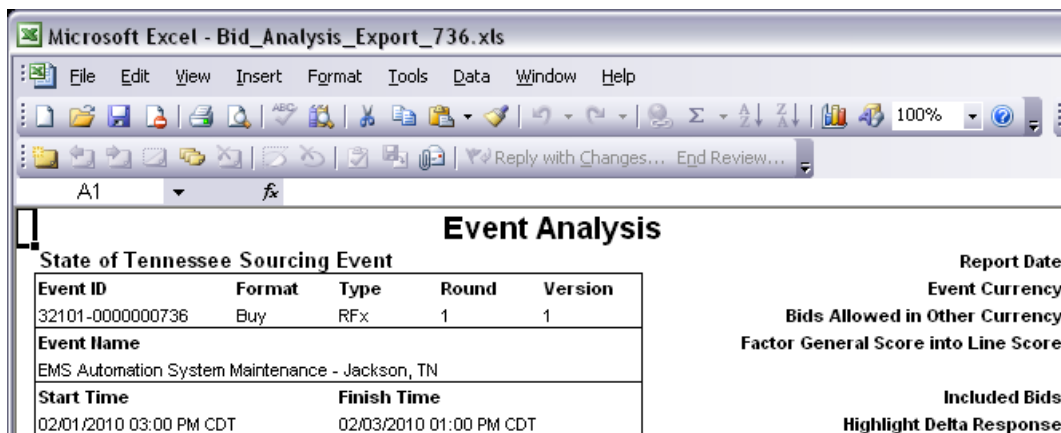

- Save the page to your desk top or wherever you can locate the file. The open Excel, and go to File-> Open and select the XML file from wherever you saved it.



- The file will open. Then immediately go to **File**, then **Save As** and save a copy of it in .xls (Excel) format.



- Close the XML file and open the Excel file. It should look like the picture below.



Miscellaneous

- The supplier portal has a time out function. If the page remains in-active for an extended amount of time the system will lock the user out.